NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD MEETING SUMMARY

January 8, 2016
9:00 AM - 1:00 PM
Santa Fe Community Convention Center
201 W. Marcy St., Santa Fe
Coronado Room

Below is a summary of the actions taken by the North Central Regional Transit District's Board of Directors on the above date. This is not an official transcript of the meeting.

CALL TO ORDER:

A regularly scheduled meeting of the North Central Regional Transit District's Board of Directors was called to order.

ROLL CALL:

Ms. Trujillo called the roll and it indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Town of Edgewood	Absent	
City of Espanola	Absent	
Los Alamos County	Pete Sheehey	
Nambe Pueblo	Absent	
Ohkay Owingeh	Absent	
Pojoaque Pueblo	James Rivera	
Rio Arriba County	Absent	
Santa Clara Pueblo	Absent	

City of Santa Fe	Patti Bushee (Telephonically)	Jon Bulthuis
Santa Fe County	Miguel Chavez	
San Ildefonso Pueblo	Lillian Garcia (Telephonically)	
Taos County	Jim Fambro	
Town of Taos	Dan Barrone	
Tesuque Pueblo	Charles Dorame	

Staff Members Present

Mr. Anthony J. Mortillaro, Executive Director
Ms. Jackie Trujillo, Executive Assistant
Mr. Michael Kelly, Transit and Facilities Operations Director
Mr. Troy Bingham, Finance Director
Ms. Stacey McGuire, Projects and Grants Manager
Mr. Jim Nagle, Public Information Officer

Others Present

Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Ms. Tessa Joe Mascareñas
Ms. Anna Sanchez
Mr. Ray Matthews

APPROVAL OF AGENDA:

Commissioner Chavez made a motion to approve the agenda as presented. Governor Dorame seconded the motion and it passed by a roll call vote (8-0).

APPROVAL OF MINUTES – December 4, 2015

Councilor Sheehey made a motion to approve the minutes from December 4, 2015 as presented. Councilor Bulthuis seconded the motion. Minutes approved unanimously, no roll call.

PUBLIC COMMENTS:

There were none.

PRESENTATION ITEMS:

There were none.

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

A. Presentation of FY2015 Comprehensive Annual Financial Report with Auditor's

Mayor Barrone announced the need to remove the financial report from the agenda**.**

Commissioner Chavez moved to approve the agenda as amended. Commissioner Fambro seconded the motion and it passed by unanimous voice vote (8-0).

B. Re-adoption to correct Resolution 2015-31 from the December 4, 2015 Board Meeting to Resolution 2015-33 - Open Meeting Act for 2016

This is a re-adoption of the resolution that was adopted by the Board at its December 4 meeting, since the incorrect resolution number was utilized.

Mayor Barrone made a motion to Re-adopt Resolution as presented. Commissioner Miguel Chavez seconded the motion and it passed by unanimous voice vote (8-0).

C. Resolution 2016-01 Establishing the NCRTD's 2016 Legislative Agenda

This resolution establishes a "Legislative Agenda" which is used as a guide for the Districts intergovernmental efforts.

Commissioner Miguel Chavez made a motion to approve Resolution as presented. Councilor Pete Sheehey seconded the motion and it passed by unanimous voice vote (8-0).

D. Resolution No. 2016-02 Annual Inventory Certification

Discussion and consideration of Resolution 2016-02 certifying the annual physical inventory appropriated from the New Mexico Legislature of movable chattels and equipment costing more than $5,000 for fiscal year end June 30, 2015.

Governor Charles Dorame made a motion to approve Resolution as presented. Commissioner Miguel Chavez seconded the motion and it passed by unanimous voice vote (8-0).

E. Resolution 2016-03 Amending Resolution 2015-27 Providing for Adoption of Fare-Free Weekday Non-Premium Fixed Route and Flex Paratransit (Up to 3/4th of a Mile from a Fixed Route) and for Premium Fare Service Parameters

This resolution further clarifies Resolution 2015-27 in relation to transit service and fares on the Taos Ski Valley route. Recently upon adoption of the Memorandum of Agreement with the Village of Taos Ski Valley, it was agreed to that a fare would not be charged for this seasonal service. Therefore, it is necessary to amend the prior resolution and remove the reference to a fare for the Taos Ski Valley route.

Governor Charles Dorame made a motion to Amend Resolution as presented. Commissioner Miguel Chavez seconded the motion and it passed by unanimous voice vote (8-0).

F. Discussion and Consideration of Resolution 2016-04 Which Incorporates and Supersedes Resolution 2009-13 By Defining Standard and Practices for the Implementation of New Service Routes, Service Change Prioritization, Bus Stop Location Selection Criteria, and Route Service Level Designation.

NCRTD receives requests from Board members and regional constituents that outline a desire for a new route, a service change, a new bus stop install or a bus stop relocate. The Board's adopted Resolution 2009-13 which defined standards and practices for the implementation of new service routes and its criteria are incorporated into this updated and revised resolution. The Standards and Practices for Service Request Prioritization, Bus Stop Location Selection, and Route Service Level Designation described in the resolution are designed to provide an updated comprehensive framework for the assessment and implementation of new and modified services on the route, service, and stop levels for the North Central Regional Transit District (NCRTD).

Commissioner Miguel Chavez made a motion to approve Resolution as presented. Mayor Dan Barrone seconded the motion and it passed by unanimous voice vote (8-0).

G. Follow Up Discussion on the Six Month Assessment of System wide Route Modifications and Final Consideration of Resolution No. 2016-05 Adopting System Modifications.

At the October 2015 NCRTD Board meeting, multiple route modifications were suggested as a result of the six month assessment of our system wide route enhancements that were implemented in March 2015. At that time, Staff recommended the elimination of the midday trip that serves Edgewood and Eldorado (no other service on either the Edgewood or Eldorado routes is to be affected) as well as the elimination of the Wednesday service to Golden on the Turquoise Trail route, both due to low ridership. During the discussion, it was requested by NCRTD Board that the public be notified and public meetings be held to garner feedback in the event of a significant modification to a route.

Commissioner Miguel Chavez made a motion to adopt Resolution as presented. Governor Charles Dorame seconded the motion and it passed by unanimous voice vote (8-0).

H. Sustainability Plan FY15 Goals and Metrics Annual Report

In February 2014, the Board adopted the Sustainability Plan. This was a progress report on the goals contained in the sustainability plan.

Commissioner Jim Fambro made a motion to accept the report as presented. Governor Charles Dorame seconded the motion and it passed by unanimous voice vote (8-0).

Amend Agenda

Commissioner Miguel Chavez made a motion to amend Agenda to move and hear Agenda Item M., Closed Session. Councilor Pete Sheehey seconded the motion and it passed by unanimous voice vote (8-0)

I. Financial Report for November 2015:

The North Central Regional Transit District (NCRTD) is currently reporting the five months of financial activity. The expenses/revenues are reported for the period through November 30, 2015, which represents 41.7% of the budget.

[No action was required on this item.]

J. Finance Subcommittee Report:

The minutes from November 20, 2015 were presented in the Board packet for review.

[No action was required on this item.]

K. Tribal Subcommittee Report:

No Report

L. Executive Report and Comments from the Executive Director:

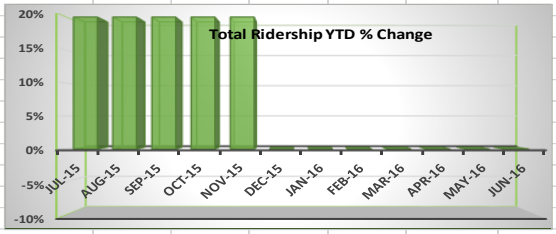
1) **Executive Report for December 2015**
2) **Performance Measures for November 2015**
3) **Ridership Report for November 2015**

NCRTD Monthly Ridership Summary

October 1, 2015 through October 31, 2015

Calendar Operating Days

	This Year
Jul-15	22
Aug-15	21
Sep-15	21
Oct-15	22
Nov-15	18
Dec-15	
Jan-16	
Feb-16	
Mar-16	
Apr-16	
May-16	
Jun-16	



Monthly System Totals				Year to Date Totals			
	This Year	Last Year	% Change	This Year	Last Year	Difference	% Change
NCRTD Operated	18,824	13,155	**43.09%**	106,951	83,613	23,338	**27.91%**
NCRTD Funded	21,569	21,547	**0.10%**	127,193	141,590	-14,397	**-10.17%**
All Systems Funded Total	40,393	34,702	**16.40%**	234,144	225,203	8,941	**3.97%**

System Daily Averages

	This Year	Last Year	% Change
NCRTD Operated	1044	731	**42.82%**
NCRTD Funded	1,198	1,197	**0.08%**
Systems Total	2242	1928	**16.29%**

Total Ridership YTD % Change

July-15	-0.83%
August-15	-8.27%
September-15	-1.48%
October-15	3.97%
November-15	0.00%
December-15	0.00%
January-16	0.00%
February-16	0.00%
March-16	0.00%
April-16	0.00%
May-16	0.00%
June-16	0.00%

M. CLOSED SESSION

[No action was required on this item.]

MATTERS FROM THE BOARD

Authorization for the Chair to attend APTA Legislative Conference, Washington, D.C, March 13-15, 2016.

Commissioner Miguel Chavez made a motion for authorization of item presented. James Rivera seconded the motion and it passed by unanimous voice vote (8-0).

MISCELLANEOUS

ADJOURN

The meeting was adjourned.

Commissioner Miguel Chavez made a motion to adjourn the meeting. Mayor Dan Barrone seconded the motion and it passed by unanimous voice vote (8-0).

NEXT BOARD MEETING: February 5 at 9:00 a.m.

If you are an individual with a disability who is in need of a reader, amplifier, qualified Sign Language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.